

## GOVERNANCE

### COMMITTEE DECISION SHEET

#### STAFF GOVERNANCE COMMITTEE - FRIDAY, 29 JUNE 2018

	Item Title	Committee Decision	Required to take action	Officer to Action
1	<u>Minute of Previous Meeting of 4 May 2018</u>	<b><u>The Committee resolved:-</u></b> to approve the minute as a correct record.	N/A	N/A
2	<u>Committee Business Planner</u>	<b><u>The Committee resolved:-</u></b> <ul style="list-style-type: none"> <li>(i) to note that items 5 (Directorate Health and Safety Improvement Plan Annual Report) and 9 (Corporate Health and Safety Improvement Plan Annual Report) would be presented at the September meeting following a report to CMT on health and safety arrangements;</li> <li>(ii) to note that item 15 (Supporting Attendance and Wellbeing Policy) would be reported to Committee in September and would not be held until the Chief Officer – People and Organisation was in post;</li> <li>(iii) to agree to remove item 21 (Development of Models for Civic Leadership and Engagement);</li> <li>(iv) to agree to remove items 4 (Review of the Managing Substance Misuse at Work Policy), 6 (Corporate Health and Safety Annual Report 1 April 2017 to 31 March 2018), 7 (Health and Safety Quarterly Report – January to March 2018), 8 (Transgender Employment Provision and Proposed Mental Health Action Plan), 11 (Occupational Health Quarterly Report) and 12 (Occupational Health Annual Report) subject to the decisions to be taken later on today's agenda.</li> </ul>	<div>People and Organisation</div> <div>Governance</div> <div>Governance</div>	<div>M Agnew / Directors</div> <div>M Spalding / V Lawrie</div> <div>S Dunsmuir</div> <div>S Dunsmuir</div>



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5	<b><u>Corporate Health &amp; Safety Quarterly Report - January to March 2018 - GOV/18/031</u></b>	<b><u>The Committee resolved:-</u></b> (i) to note the issues raised within the report; and (ii) to note the health, safety and wellbeing policy, performance, trends and improvements.	Governance	M Agnew / C Leaver (no action)
6	<b><u>Corporate Health and Safety Annual Report - 1 April 2017 to 31 March 2018 - GOV/18/030</u></b>	<b><u>The Committee resolved:-</u></b> to note the issues contained in the report.	Governance	M Agnew / C Leaver (no action)
7	<b><u>Occupational Health Quarterly Report - January to March 2018 - GOV/18/033</u></b>	<b><u>The Committee resolved:-</u></b> (i) to note the content of the report; and (ii) to instruct the Chief Officer – Governance to share the information with Functions, request that actions are taken to support individuals and address trends (usage and root causes) as detailed in the report.	Governance	F Bell (M Agnew / C Leaver)
8	<b><u>Occupational Health Annual Report - 1 April 2017 to 31 March 2018 - GOV/18/035</u></b>	<b><u>The Committee resolved:-</u></b> (i) to consider the contents of the report; and (ii) to instruct the Chief Officer - Governance to share the information with Functions, request that actions are taken to support individuals and address trends (usage and root causes) as detailed in the report.	Governance	F Bell (M Agnew / C Leaver)

Should you require any further information about this agenda, please contact Steph Dunsmuir, tel 01224 522503 or email [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk)